



Project Manager 1 / Business Analyst, Information Technology

Non-Classified Classification

Open for Recruitment: September 16, 2008 – September 29, 2008

Announcement # NONCLS067925

Salary Range: \$25.00 - \$31.00 per hour (\$52,000 - \$64,480 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL POSITION DESCRIPTION:

The State Department of Education is recruiting for a qualified Information Technology Project Manager/Business Analyst to aid in the planned implementation of several major technology projects. Incumbents are actively involved in the development of the project goals, workplans, timelines, and implementation strategies. Incumbents apply their technical knowledge creatively to identify and solve complex problems. They will define system requirements and perform related work. They are actively involved or are responsible for revisions in the project components. Projects have statewide impact. Additional duties include legislative, vision, scope, policy and procedure coordination, progress reporting, and auditing, under the direction of the Chief Information Officer.

RESPONSIBILITIES:

Duties may include, but are not limited to:

- Project management, including the planning, development, implementation, and evaluation of projects.
- Developing project goals, work plans, timelines, implementation strategies, and evaluation methods.
- Identifying decision-making issues and key stakeholders.
- Developing and implementing strategies to encourage and obtain stakeholder and/or community awareness and support, and identifying project partners.
- Coordination of publicity and development of informational materials.
- Planning, facilitating and conducting meetings.
- Measuring, evaluating and communicating project performance.
- Directing research projects, analyzing research results, evaluating project impact and recommending modifications to stakeholders.
- Developing system proposals and cost-benefit analyses.
- Analyzing complex system design problems and developing solutions.
- Monitoring application systems ensuring design specifications and documentation meet published standards.
- Preparing illustrative output for review and approval.
- Approving development of logical database design
- Preparing system flowcharts, logic, and data management descriptions.
- Conducting system tests.
- Working with client users to assist them in defining specific IT needs and requirements, as well as providing client training.

MINIMUM REQUIREMENTS:

Experience in the following:

- Planning and implementing projects including coordinating the development of project scope, goals, work plans, timelines, implementation strategies, and measurement processes/methods for assessing progress toward goals and project outcomes.
- Interpreting and explaining specialized or complex material into information usable by the public.
- Developing and promoting support for a service program.
- Developing and presenting training to groups.
- Working with public communications systems and/or informational systems.
- Working with current generation computers and software systems.
- Using Management Information Systems including databases, applications, and network infrastructure for project or program applications.

APPLICATION PROCEDURE:

Please submit a letter of interest, the professional staff employment application (see link below), your resume'/CV, and three letters of recommendation or the names and contact information of three professional references to:

State Department of Education
Sue Nesbella, Human Resources
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027
Phone: (208) 332-6873
Fax: (208) 334-2228
E-Mail: SMNesbella@sde.idaho.gov

Your letter of interest and/or resume should specifically address how your education and work experience meet the responsibilities, qualifications, and required skills of the position. The professional staff employment application and veteran's preference information can be found at:
<http://www.sde.idaho.gov/JobOpenings/default.asp>

Application materials may be dropped off, mailed, faxed or submitted electronically. By electronic submission, applicants certify that the information they are providing is true and correct even without an actual signature.

***Thank you for your interest in employment with the
Superintendent of Public Instruction!***